

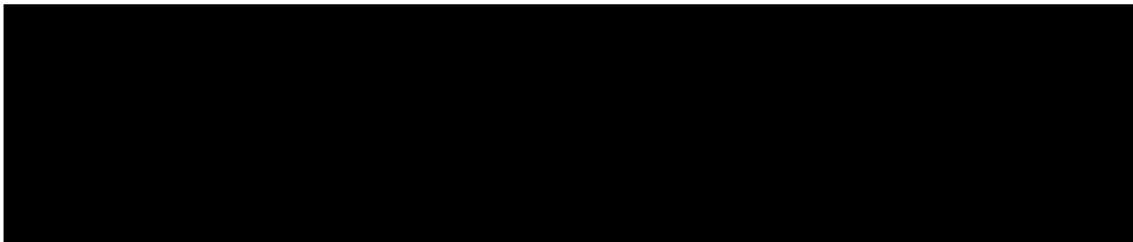
OFFICE OF SECURITY WEEKLY STAFF MEETING

OS Conference Room

23 August 1973

1. Present were:

25X1A



2. Pertinent Items of Interest

25X1A

- a. Mr. [REDACTED] indicated that an OS Directive on Career Panels was recently disseminated. This concept is in accordance with the DD/M&S aim to improve career management of personnel. These panels will help to establish criteria for competitive evaluation of personnel and be heavily involved in their career development. The panels will also play a vital staff role for the Career Board. More dialogue will be encouraged concerning employee performance, training, assignment preference, etc. In addition, the Office will create a Management Advisory Group which will work in the management area. Many aspects of MAG are not yet set in concrete, but appropriate guidelines will be forthcoming. It is anticipated that the various panels will contribute significantly in the areas of personnel and program management.

25X1A

Mr. [REDACTED] said that Mr. Osborn and he have had discussions on promoting the concept of greater communication vis-a-vis the

CONFIDENTIAL

E2 IMPDET
CL By 061626

supervisor and the employee. This has yet to be worked out, but will be formalized in the future. In conclusion, Mr. [REDACTED] 25X1A asked all personnel to set forth their ideas on fostering good management to either he or Mr. [REDACTED] either orally or in writing. He would appreciate it because the front office certainly has no monopoly on good ideas.

25X1A

b. Quality Step Increase

The Acting Director of Security congratulated [REDACTED] 25X1A who received a Quality Step Increase for his continued sustained excellent performance for the Office. This was Mr. [REDACTED] second QSI while employed by the Office.

25X1A

c. United Givers Fund

The Consolidated Charity Fund Drive will begin on 25 September and run through 25 October 1973.

d. Assignments

25X1A

[REDACTED] has been nominated for a Security Officer position with the Office of Special Activities. [REDACTED] will replace [REDACTED] 25X1A in the Overseas Security Branch, while [REDACTED] 25X1A will temporarily be assigned to the Special Security Center.

25X1A

e. Annual OS Report

The CIA Management System: Performance Evaluation and Annual Report, due 1 September and being prepared by Mike [REDACTED] should be completed by the end of the week.

25X1A

f. Special Report

25X1A

[REDACTED] are busily engaged in preparing a response to the DCI request on the subject of a [REDACTED] Listing System for the intelligence community. A seventh draft is in process. 25X1A

CONFIDENTIAL

g. Drug Seminar

25X1A

The drug seminar for personnel going overseas will begin again during September. This endeavor is a joint effort by the Offices of Security and Medical Services. Office employees, even though not scheduled for overseas, are invited to attend the seminar whenever work-load conditions permit. Arrangements to attend can be made by contacting Ralph [REDACTED] on ext. 6639.

h. Federal Records Center

The FRC is back in operation handling our security checks. Routine requests should not be submitted at this time.

i. Area Security Officers

25X1A

25X1A

Within a few weeks the position in [REDACTED] handled by Gary [REDACTED] will be dropped. Effective July 1974, a GS-11 slot [REDACTED] and a GS-12 position [REDACTED] will be eliminated. These reductions are part of the overall personnel cuts in the Agency.

j. News Media

In addition to representatives for CBS, NBC, and ABC coming to photograph the exterior grounds and buildings of the Agency on Sunday, 26 August, time has also been set aside for Channel 5 and Channel 26 on the 9th of September. Security personnel will monitor the proceedings.

k. Space Allocation

The reconstruction of Room 4 E 13 is now complete. However, a White House logistical priority has set back the Compartmented Information Branch move into Room 4 E 13 until 1 p.m. on Friday, 24 August.

CONFIDENTIAL

CONFIDENTIAL

1. Pay Raise

25X1A Mr. [REDACTED] reported that the best estimate on the pay raise is 4.7%. He indicated that if the pay raise turns out to be less than 5%, it will probably become effective during October. If it turns out to be 5% or more, it will likely be delayed until January 1974.

m. Social Committee

25X1A Mr. [REDACTED] would appreciate six more volunteers for the social committee of the Office in order to make sure that a broad segment of the Office will have its wishes known. Only in this way will planned activities have the widest possible appeal.

n. Technical Division

25X1A [REDACTED] will leave Headquarters shortly to handle a safe
25X1A "lockout" in [REDACTED]. A tech team recently installed a vehicle intrusion alarm in one of the DCI's official vehicles, and the installation in a second vehicle is scheduled.

o. Office of Secretary of Defense

25X1A [REDACTED] has replaced [REDACTED] as the head of Security at OSD. The position now is titled "Director of Security." 25X1A
The Field has been duly notified of Mr. [REDACTED] appointment 25X1A

25X1A [REDACTED]

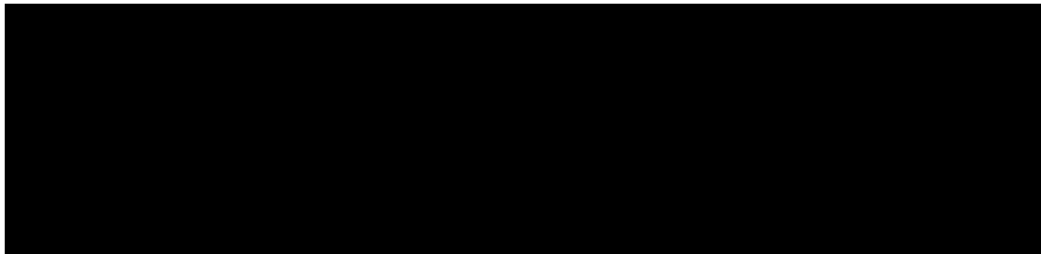
p. VIP Support

25X1C [REDACTED]

CONFIDENTIAL

q.

25X1A



r. NPIC

Two portable boilers have enabled NPIC to resume operations though still on a less than full operative basis. Climate control seems to be the major problem.

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	AC/PPB	8/27	[Signature]		
2	ADD/P&M	27 AUG 1973	[Signature]		
3	Acting D/Security	27 AUG 1973	[Signature]		
4					
5	Mr. [Redacted] 25X1A				
6					
<input type="checkbox"/> ACTION		<input type="checkbox"/> DIRECT REPLY		<input type="checkbox"/> PREPARE REPLY	
<input type="checkbox"/> APPROVAL		<input type="checkbox"/> DISPATCH		<input type="checkbox"/> RECOMMENDATION	
<input type="checkbox"/> COMMENT		<input type="checkbox"/> FILE		<input type="checkbox"/> RETURN	
<input type="checkbox"/> CONCURRENCE		<input type="checkbox"/> INFORMATION		<input type="checkbox"/> SIGNATURE	
Remarks:					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
[Redacted] 25X1A				24 AUG 1973	